

Combined Fund Drive Steering Committee Meeting
University of Washington – Tacoma, Washington
March 3, 2009

Call to Order/Introductions

The meeting was called to order at 9:14 by Tom Haines, Chair. Introductions were made.

Committee Members Present

Tom Haines, Mary Henley, Kathy Kimbel, Robbie Paul, Dean Spear, Carol Trisko

A Quorum was present

Guests Present

Sean Armentrout, Barb Bocek, Barbara Burgener, Miriam Castro, Kerri Everly, Lynne Jordan, Pat Lanning, Mellicia Marx, Mike Woodman

Staff Present

Randy Ryan, Clayton Harris, Katherine Varon-Loes, Scott Turner, Heidi Jones

No Additional Agenda Items were presented

November 18, 2008 minutes

Carol moved to approve the minutes, Mary seconded the motion. Motion Approved

Tom discussed the improvement on the turn-around time to get the meeting notes out within two weeks.

Financial Statement

Heidi presented the financial statement. She mentioned that there was a low administration cost reflected for the 4th quarter 2008 due to a duplicate charge in the 3rd quarter, which was backed out in the 4th quarter. At this time we are on track for administrative cost spending.

Review of CFD

Barb Burgener said that they are very confident of the CFD financial reporting because of Heidi's work. She also mentioned that the review of Boards and Commissions will eliminate almost 500 boards and commissions in the state. The Senate Bill and the Governor's Bill will eliminate the CFD Committee by June 2010. The Governors Bill transfers the authority for operation of the CFD to DOP. There was discussion on how the CFD Committee will operate in the future, which seems to be heading toward an advisory role to DOP. There was a question about how this will affect County Committees, and the answer was that it will not affect them.

Program Manager Report

Randy presented information on the 2008 Campaign. The statistics show that the majority of the contributions are obtained through payroll deductions. Personal checks and fundraisers were up slightly while Non-Specified donations were down 5%.

Randy went over a variety of financial growth and expense charts. He discussed contribution charts for state agencies and higher education. It was suggested that Randy create a chart that will show donations by Counties as well. There was also discussion on how to track new donors, cancellations and retirees. Find ways to focus on agencies with small donations rates and what can be done to upgrade their donations. The Committee discussed the need to find more innovative ways of attracting new donors. Carol purposed that Randy look into how the Giving Circle at the University of Washington works.

System Application Update

Randy said there will be a meeting on March 19th to determine priorities to improve the system. Randy will report the results at the April meeting.

Focus Group

Randy went over the results of the two focus groups. There was good feedback on ways to make improvements. Randy will develop an action plan to share at the April meeting.

BREAK 10:35 – 10:47

Old Business

Tom went through the CFD Action Plan

The following numbers had no action taken since the November meeting and will have activity before the April meeting.

- # 6 December Executive Committee Meeting – it was discussed that an Executive Committee meeting needs to take place before any CFD committee meeting.
- # 10 December Finance Committee Meeting.
- # 11 Special Disbursement to Charities for 4th Q 2007 – this is being worked on but not completed.
- # 16 Executive Committee discussion on 2009 Retreat.
- # 17 Send out email seeking interest to become next Chair.
- # 19 Describe to the Charities what the reports do.
- # 22 Barb to send the responsibility chart to Clayton.
- # 23 The self assessment results are needed for the CFD Committee.

The following numbers were added to the CFD Action Plan with completion dates.

- # 31 Problems with accounting transparency – April 2009
- # 32 On-line system problems. Reduce steps make more user friendly. July 2009
- #33 Problems with how CFD handles problems – Determine tracking system by July 2009
- # 34 CFD – Look at how to do things differently – July 2009

Lunch 11:50-12:30

Sub-Committee Reports

Executive Committee Report

Randy discussed the transition plan. He talked about the possibilities of CFD Committee appointments since the CFD Committee is set for elimination by June 30, 2010. A possible retreat date, time and place was discussed and decided that the Executive Committee should meet and bring a recommendation back to the committee in April.

MSA for new Charity Application Process

Motion to approve by Carol, Robbie seconded the motion.

The new process will be that charities will be approved if they have a current Secretary of State registration for solicitations. Charities will no longer have to wait for the committee to meet to approve charities that have made an application to the CFD. This will allow the charities to be seen in dropdown list immediately enabling donors to find the charity of their choice and make immediate donations. CFD staff will, on a weekly basis, insert an approval date into the charity account after the weekly download from the Secretary of State's office is complete. This download will only bring in charities that have a current registration and have been certified as a 501c3 or 170c1 non-profit organization.

MSA that all Fundraising Activity will be designated to Non-Specified Fund

Motion to approve by Mary, Carol seconded the motion.

In 2009 all fundraising monies collected in the CFD campaign will be designated to the Non-Specified Fund. This will save a lot of time at the DOP Finance Office.

Finance Committee Report

2007 Campaign Special disbursement has not happened at this time. It will be sent out before the next committee meeting.

Carol went over budget expenditures for 2009-10. There was discussion on the budget no approval decision was expected. Carol said she will have a Finance Committee meeting soon to have a recommendation at the April meeting. It was also discussed that the committee wanted a budget presented that will have an administrative cost at 9% or lower. If the budget cannot be approved at the April meeting, it be approved at the July meeting. Randy said that money has been allocated for charity fair expenses and the charities will not be charged for tables and chairs in 2009.

Scott mentioned that 85% of all disbursements go out by check. He said we need to move the charities to Electronic Fund Transfers to save money. The charities said they want a notice sent out that their EFT is ready. Scott said that OFM sends a notice before the EFT is deposited.

Marketing Committee Report

Dean and Clayton presented the new look of the CFD website, the new CFD poster, and the change in the CFD logo. They said the CFD Video will remain the same due to budget and they will ask the Governor to record another speech for the new video.

New Business

Randy recapped the Action Items from the meeting. They are:

1. Set up Executive Committee meeting
2. Work with Scott and Barb to provide the Governance Recommendations to the CFD Committee
3. Set up a Finance Committee meeting
4. Request information on new appointments and extensions for the CFD Committee
5. Obtain Self Assessment information from Barb and send it to the CFD Committee
6. Develop policy on EFT for charities
7. Develop policy on Write-in charities
8. Have Barb send the responsibilities chart to Clayton
9. Election of Officers

Election of new CFD Committee Chair

It was decided that the election of a new chair for the CFD Committee would be postponed until May or July.

With no other business, the meeting was adjourned at 2:45 pm.